



EXHIBITOR SERVICE MANUAL.

Friedrich-Schiller-University
Jena, Germany

Exhibition: 8-9 September 2015

Conferences & Courses: 7-10 September 2015

GENERAL INFORMATION

Exhibition Dates: 8-9 September 2015

Dear Exhibitor,

Welcome to SPIE's Europe Optical Systems Design (EOD15) Event. I am excited to have you joining us! Please take a moment to look through the following exhibition information and deadlines. A checklist is listed below to help you in your planning.

DUE DATES

EXHIBITOR INFORMATION..... ASAP

Submit your company's exhibitor name and contact details

EXHIBITOR INSURANCE ASAP

Sign this form and submit to SPIE Management to inform us you are insured.

HOTEL ACCOMMODATION..... ASAP

Make your hotel reservations immediately to insure availability and conference rates.

The hotel instructions are included in the general information, and on the web.

EXHIBITOR EXHIBITION GUIDE AND WEB LISTING..... 6th July 2015

Submit your company's product description and new products on line. See attached instructions.

EXHIBITOR FREIGHT..... 17th August

Contact preferred supplier and organise for exhibition freight to be shipped and discuss logistics.

EXHIBITOR ADDITIONAL FURNITURE REQUIREMENTS 24 August

Submit your company's additional furniture or AV requirements.

EXHIBITOR ADDITIONAL CLEANING SERVICES..... 24 August

Submit your company's requirements to SPIE Management.

EXHIBITOR BADGE FORM 24 August

Return this form to SPIE to pre-register Exhibit personnel.

If you have any questions, please contact Amanda Summers at amanda@spieeurope.org

We wish you a successful exhibition!

Kind regards

Amanda Summers

Amanda Summers
SPIE Europe Exhibitions Coordinator

Exhibition Dates: 8-9 September 2015

SPIE has negotiated special rates and endorses the following vendors. Please use due diligence if you choose to do business with vendors not on this approved list.

ELECTRICAL, FURNITURE, ACCESSORIES

cubicworx GmbH
Hermann-Mende-Straße 4
D-01099 Dresden
Germany
Phone: +49 (0)351.40752255
Fax: +49 (0)351.40752266
E-mail: kristin@cubicworx.de

AV EQUIPMENT

cubicworx GmbH
Hermann-Mende-Straße 4
D-01099 Dresden
Germany
Phone: +49 (0)351.40752255
Fax: +49 (0)351.40752266
E-mail: kristin@cubicworx.de

CUSTOMS & IMPORT SERVICES

TWI Group – For US Companies
Marianne Giddens
Sales and Logistics
TWI Group, Inc.
1670 S. Amphlett Blvd. Ste. 120
San Mateo, CA 94402
Office: 650-357-1302 ext.1
Fax: 650-357-7563
Cell: 650-703-1502
Emergency Operations: 702-326-0294
Email: mgiddens@twiglobal.com
www.twiglobal.com

EXHIBITION LOCATION

Friedrich-Schiller-University
Jena, Germany
Tel: +420 211 131 111
Fax: +420 211 131 401
E-mail: info@cchp.cz

FREIGHT FORWARDING/SHIPPING

GT Exhibitions – For UK/European Companies
GT House 25 – 27 Blackwell Drive
Springwood Industrial Estate
Braintree, Essex CM7 2PU
Contact Kathryn Haley / Steve Andrews
Tel: 01376 567 567
Fax: 01376 335034
E-mail: kathrynhaley@gtexhibitions.com
E-mail: steveandrews@gtexhibitions.com

ACCOMMODATION

Hotel reservation, please see link on SPIE website, there are always internet rates go and check before you book to make sure you get the best deal:
Hotel Details: <http://spie.org/x42422.xml>:

EXHIBITION MANAGEMENT**Exhibitions & Events Support, SPIE Europe**

Tel: +44 (0)29 2089 4747
Fax: +44 (0)29 2089 4750
Email: info@spieeurope.org

**Amanda Summers, Exhibitions Coordinator,
SPIE Europe**

Tel: +44 (0)29 2089 4747
Fax: +44 (0)29 2089 4750
Email: amanda@spieeurope.org

SALES TEAM

In Europe excluding UK, Ireland, and France

Hermann Doster

Tel: +49 (0)7025/841 806
Fax: +49 (0)7025/842 983
Email: hermann@spieeurope.org

In America, Asia and majority of world

Al Ragan

Tel: +1 360 685 5539
Fax: +1 360 647 1445
Email: alr@spie.org

HOURS OF OPERATION

Exhibition Dates: 8-9 September 2015

EXHIBITION HOURS

Friedrich-Schiller-University

Exhibition Hall -

Tuesday 8 September 10.00 - 17.00

Wednesday 9 September 10.00 - 16.00

REGISTRATION HOURS (PLEASE CHECK PROGRAMME PRIOR TO THE EVENT)

Monday 7 September 07.30 - 17.00

Tuesday 8 September 08.00 - 17.00

Wednesday 9 September 08.00 - 17.00

Thursday 10 September 08.30 - 16.00

COFFEE BREAKS (In the Exhibition Hall)

Tuesday 8 September 10.00 - 11.00 (Morning) & 15.00 - 15.50 (Afternoon)

Wednesday 9 September 10.00 - 11.00 (Morning) & 15.00 - 15.50 (Afternoon)

EXHIBITION MOVE-IN HOURS

Monday 7 September 12.00 - 18.00

Tuesday 8 September 8.00 - 10.00

EXHIBITION DISMANTLE

Wednesday 9 September 16.00 - 20.00

Exhibitors are **not** allowed to begin tear down prior to 16.00 on Wednesday. Please be respectful of attendees and your fellow exhibitors and wait until advised by the exhibition management team.

Exhibition Dates: 8-9 September 2015

RULES AND REGULATIONS

- It is the responsibility of the exhibiting company to comply with SPIE rules and regulations
- Non-compliance may require modifications at the exhibitor's expense
- SPIE Exhibition Management reserves the right to pursue any action it deems necessary in the best interest of the exhibition and in fairness to all exhibitors

VIEW SPECIFIC BOOTH REGULATIONS

Tabletop displays (dimensions 2.00 m x 1.00m)
Row and Corner Booths in 6sqm (3x2)

THE FOLLOWING ITEMS MUST BE ORDERED SEPERATELY: (not included with the booth/stand rental fee)

- SPIE – standard blue coloured carpet is provided on all booth and tabletop packages (exhibitors can order alternative colour of choice at extra cost via cubicworx see **Form JK4**)
- Cleaning service – SPIE will provide cleaning at the end of set up and end of each day in the aisles and exhibition areas. If you require booth cleaning please contact SPIE Management.
- Electricity NOT provided for tabletop packages. Use **Form JK4** and submit to cubicworx.
- Internet - complimentary Wi-Fi will be available in the conference/exhibition areas. Wi-Fi connection may fluctuate.
- Furniture – see catalogue/price list (**ORDER BY: 24TH AUGUST 2015**). Orders received after this date will incur a 25% additional fee. Onsite orders subject to availability up to 50% surcharge will apply payments by credit card or cash only.

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TABLETOP DISPLAY REGULATIONS

Limit of one table per contracted tabletop space (2.00m x 1.00m)

- Display space may not exceed 2.0m width limit
- Display materials are not allowed to be hung on any back wall.
- Floor standing back walls are not allowed
- If you plan to bring any displays other than specified below please check with SHOW MANAGEMENT.

Included:

- One 2.00m x 1.00m table (EXHIBITION HALL)
- Company identification sign
- Two chairs
- Waste paper bin

Each contracted tabletop space is limited to (not provided):

ONE table-mounted display [height may not exceed 5ft (1.5m) from the table surface]

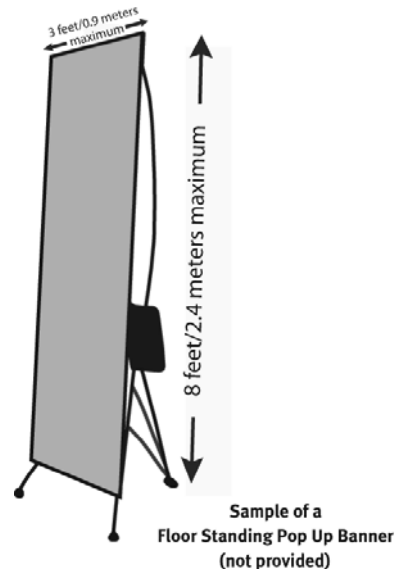
OR

UP TO TWO TOTAL of the following display combinations:

- Pop-up banner positioned behind the table [maximum 3ft (0.9m) wide and 8ft (2.4m) high]
- Easel positioned behind the table
- Literature stand
- Bag stand



Example of Tabletop



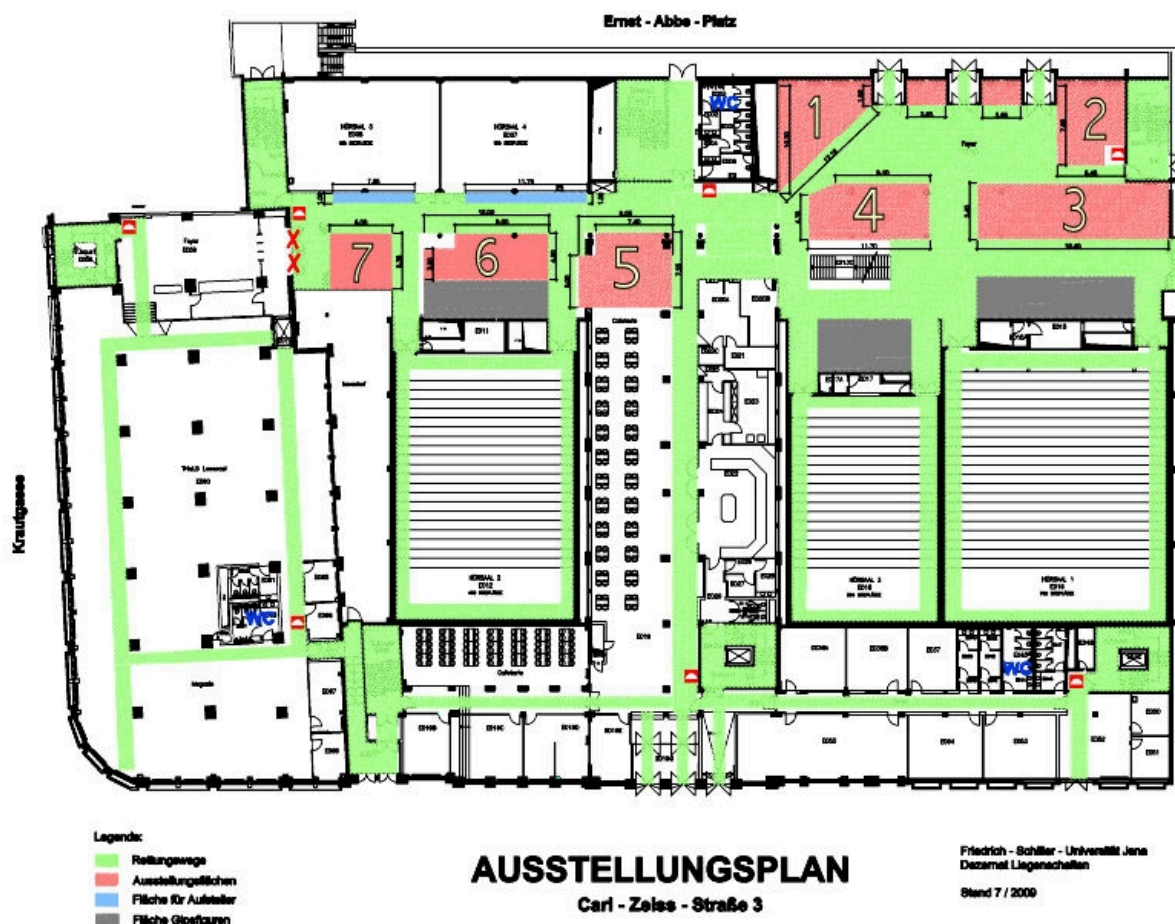
SPIE Exhibition Management reserves the right to remove any display that does not conform to tabletop display regulations.

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ROW AND CORNER BOOTH DISPLAY REGULATIONS

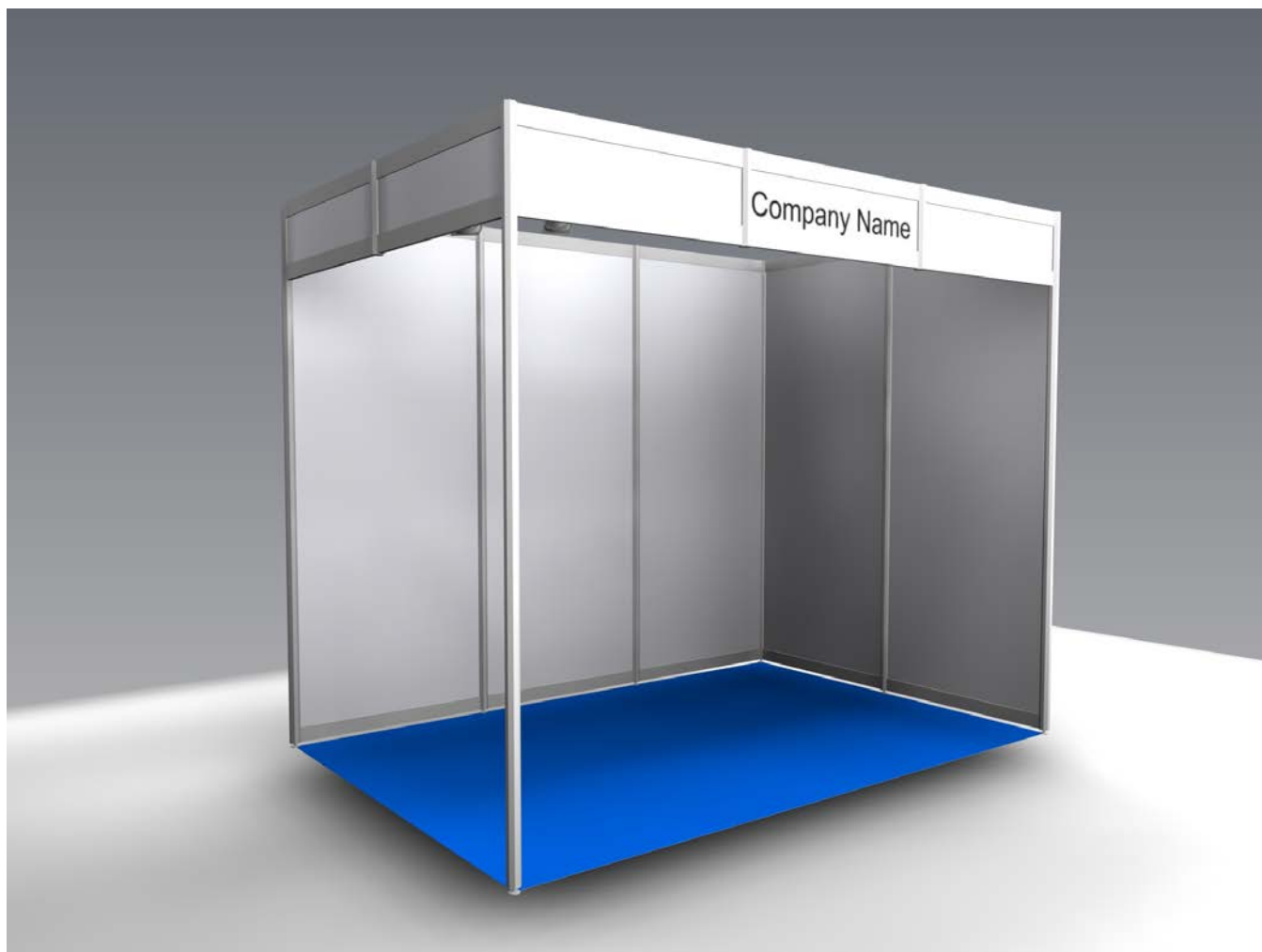
Booths measure 6sqm (3m Length x 2m Depth) height restriction of 2.5m. This 8ft (2.4m) maximum is allowed only in the back 5ft (1.5m) of the booth.

EXHIBITION HALL CEILING HEIGHT RESTRICTIONS*



*Please notify Exhibition Manager if you have any height restriction issues relating to your stand or exhibition space.

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Shell Stand 6sqm

Included:

- Three Spotlights on a light-rail per 6sqm stand
- One Fascia hanging Sign Board **(See Form JK4 for submission of your company name – due by 24th August 2015.**
- One waste paper bin.
- Carpet (blue in colour) If you require a different colour options are available upon request at additional cost.
- Waste paper bin
- One entry ticket for the technical conference
- Online and Exhibition Guide Listing
- Electricity supply for duration of exhibition

Please use tape/blu-tak or chains to secure items to the stand walls and NOT VELCRO.

GENERAL INFORMATION

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ADVANCE PROGRAMME

- The EOD15 Advance and Final Conference Programme will be available to download:
<http://spie.org/x13211.xml>

AFTER HOURS

- Only registered Exhibition Staff and authorized set-up crew will be allowed in the Exhibition space during build-up times.
- Any exhibitor needing to stay after hours must wear his/her exhibitor badge, provide personal/company identification (driver's license, business card), and sign in and out with the security guard at the hall entrance. This rule will be strictly enforced to provide maximum security to exhibitors.

AUDIO VISUAL

- **A selection of AV equipment is available for rental direct from cubicworx see form JK4**

BADGES

- Badges can be picked up onsite. Please bring a photo ID and a company business card to registration.
- For security purposes, please limit your registration to those members staffing the stand--all others may register for complimentary Exhibition Visitor badges.
- Personnel are only allowed to pick up their own badge.
- Exhibitor Badge form is **due 24 August 2015**.

Non-Author Technical Passes:

- Each contracted exhibiting company will receive **one** technical pass (can be shared among **non-author stand personnel only**).
- Does not include any SPIE proceedings volume/Digital Library download/s or CD rom.
- Authors of oral or poster presentations working in the stand must register with a full conference registration.
- Corporate company membership does not qualify for individual member discount on registrations unless you hold one of the memberships.

BUSINESS CENTER

- There is a copy shop next to the campus building.
Pigmentpol, Thüringen GmbH
Ernst-Abbe-Platz 5
07743 Jena
Tel. +49(0)3641 52889-10
Fax. +49(0)3641 52889-11
E-mail: jena@pigmentpole.de
www.pigmentpol.de

See map below



GENERAL INFORMATION

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CLEANING SERVICES

- Maintaining booth cleanliness is the responsibility of the Exhibitor.
- SPIE provides cleaning at the end of set up and end of each day in the aisles and exhibition management areas. If additional cleaning in your booth/table top is required please order services through SPIE Management.

DISTRIBUTION OF FLYERS

- Invitations to parties, flyers or company advertisements and logos allowable within the confines of the exhibitor's own booth.
- Distribution outside the parameters of the exhibitor's own booth is prohibited – unless it is approved prior to the event or SPIE approved Event Marketing Opportunity. If found it will be disposed of.

ELECTRICAL

- Electricity for all exhibition stands/booths (6sqm) will be provided - plugs will have the European 2 pin plug.
- If you are from the UK or the USA you will need to bring a voltage converter/plug adaptor to convert for personal electrical and electronic equipment, including laptops and any additional items for your stand or display e.g. lights. Please refer to your appliance product guide. Ordering display cases? Please check at the time of ordering whether this will have the capacity for lighting and if so, whether you require a connecting cable etc.
- If you require any other variation of voltage for your exhibition space please contact SPIE Management.
- Equipped Stands (booths) include an electrical connection/electricity for the duration of the exhibition and set up.
- Table tops exhibitors – electricity is not included in your package. You may order this separately, please complete JK4 and JK5. Order Deadline is **24 August 2015**.

ENERGY EFFICIENCY

- The venue requests that all electronic appliances at booths/table tops are turned off at the end of the exhibition day.
- Please notify SPIE if you require 24 hour electricity for any display machinery or equipment.

EQUIPMENT PASS

- Required for any equipment removed from the exhibition area during and after show hours.
- Passes may be obtained at the Exhibitor Registration Desk in the Main Registration Area.

FLAMMABLE /TOXIC MATERIALS

- Fire retardant and certified flame retardant materials should be used for all display construction and decorating. Samples should be available for testing. Materials that cannot be treated to meet the requirements should not be used.
- A flame proofing certificate should be available for inspection.
- Disposal of any waste products generated during the exhibition in accordance with guidelines established by the European Environment Agency's and the facility.

FLOORING

- The exhibition hall has tiled flooring. Only hand pallet trolleys are permitted to carry items to and from the hall.

FURNISHINGS

- Additional furnishings can be ordered with cubicworx. Please complete and return the EXTRA ITEMS JK04 form by **24 August 2015**.

HOTEL RESERVATIONS

- SPIE Optical Design Systems hotel reservations are available via the following web links <http://spie.org/x42422.xml>. There are always internet rates so please check before you book to ensure that you get the best deal.

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INSURANCE GUIDELINES – Deadline **Monday, 24 August 2015** -

- Exhibitors must, at their own expense, secure and maintain the required insurance coverage listed below through the duration of the exhibition, including move-in and move-out days:
- Required Coverage:
 - a) Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable)
 - b) Worker's Compensation insurance
- All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on a per occurrence basis
- Exhibitor shall name SPIE as an additional insured on its general commercial liability insurance
- A Certificate of Insurance to SPIE, from the insurance carrier, is required 30 days prior to the exhibition. Please make sure the Certificate of Insurance includes the name of the exhibiting company.
- Exhibitor acknowledges that SPIE has no obligations to maintain insurance on Exhibitor's behalf.
- Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph.

Also send copy of Certificate of Insurance to:
SPIE Exhibitions, PO Box 10, Bellingham, WA 98227
exhibitions@spie.org Fax: +1 360 647 1445

INTERNET

- Complimentary Wi-Fi is available in the exhibition area (free service to both exhibitors and conference delegates).
- Log in and passwords will be available onsite and in the exhibitor welcome Letter. Please check with registration desk for further details.

LIABILITY

- SPIE and all organizations and individuals who are employed by or associated in connection with this Exhibition, will not assume responsibility and shall be held harmless by all exhibitors for damage or loss resulting from fire, theft, or any other cause whatsoever, including accident or injury to exhibitors, their employees and agents, the public, or others. The exhibitor agrees to pay promptly for any and all damages to the exhibition building or its equipment incurred through carelessness or otherwise, of exhibitor or his employees or agents.
- The Exhibition management team strongly recommends that every Exhibitor insure their property and equipment against theft or casualty loss, as well as carry adequate liability and other insurance protecting themselves against any claims arising from their performance under this Agreement.
- A certificate of insurance from your insurance carrier must be provided to SPIE. Exhibitor acknowledges that SPIE has no obligation to maintain insurance on Exhibitor's behalf.

LIGHTING

Suggested minimum guidelines:

- Hanging light systems require drawings submitted in advance for approval by SPIE exhibition management.
- Lighting should be directed to the inner confines of the booth space. No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the exhibition booth boundaries.
- Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighbouring exhibitors or otherwise detract from the general atmosphere of the event.

LUGGAGE/COAT CHECK

- Coat Check and luggage room is available, please see SPIE exhibition management on site.

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LUNCHES

- The Exhibition Hall will remain open during attendee lunch breaks. Please staff your exhibit accordingly. No lunch is provided with the exhibition packages.
- **Food – there is a cafe next to the foyer and a canteen next to the building. There are , several restaurants nearby see link below:**
- <https://www.google.de/maps/search/Jena+restaurant/@50.9284584,11.5833644,18z>

MUSIC LICENSING

- No copyrighted music may be played in the exhibition space in any fashion (including but not limited to: background music on video or audio tape presentations) without appropriate documented permissions and/or licensing.
- The Exhibitor is solely responsible for obtaining such permissions and/or licenses for music originating in the Exhibitor's stand/display area. The Exhibitor is also responsible for any fines, court fees, and all other costs that may arise from failure to comply with these requirements.

NOISE LEVEL

- If your display has any sound associated with it (a video or an in-stand presentation), please keep the volume to a level that is confined to your exhibit space, and be mindful of the exhibitors around you.

PARKING

- Onsite parking not available at the venue, however it is possible for couriers and exhibitors to unload in 30 minutes with special authorisation obtained from the Security Office in the ground floor of the building. The nearest car park is the underground carpark Krautgasse please see link for further details: <http://www.contipark.de/en/find-parking/jena-tiefgarage-krautgasse/>.

PHOTOGRAPHY AND VIDEO TAPING IN THE EXHIBITION HALL

- Explicit permission is required for any personal photographs or video taping of individual booths (or displays) from the on-site company representative.
- Failure to comply may result in losing your device and being asked to leave the Exhibition Hall.

PROGRAM DIRECTORY AND EXHIBITION GUIDE

- SPIE Europe will publish an Exhibition Guide to be handed out to all attendees. Each exhibiting company will receive an editorial listing in the Guide.
- Deadline to submit copy for the printed Exhibition Guide is **6 July 2015**. Submit your copy through the SPIE [Exhibitor Dashboard](#) (SPIE login required). Contact [SPIE Customer Service](#) if you need assistance logging into your Exhibitor Dashboard account.

SAFETY/LASER SAFETY CHECK

- If you will be operating a laser, no matter how low powered, you are **REQUIRED** to register with SPIE Exhibition Management.
- All displays containing an operating laser(s) and open laser beam must be contained in a Class 1 type enclosure.
- All laser equipment, associated optics or equipment, and beam stops are required to be secured from any movement (accidental or otherwise).
- No aerial display of any laser beam within the conference centre property, including assigned booth, is allowed without SPIE exhibition management written permission.
- Exhibitors are responsible for the safety of any laser display during both set-up and exhibition hours
- Exhibitors shall use appropriate safety measures to prevent any unwanted or unintentional laser radiation exposure to any convention centre staff or workers during pre-show set-up.

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SECURITY AND LIABILITY

- Security service will be provided within the venue for protection against fire and other catastrophes after Exhibition Hours.
- Every reasonable effort will be made to prevent loss. However, final responsibility is with the exhibitor who should arrange for insurance coverage, which takes into account the full value of the exhibit.
- SPIE recommends exhibitors remove valuable and small, easily portable items (such as laptops) from the exhibition area any time the exhibition is officially closed.
- Neither SPIE nor the venue accepts any responsibility for losses.

SELLING ON EXHIBITION FLOOR

- The Technical Exhibition is limited to organizations with products or services related to the industry served by the event and is provided to allow industry companies to meet with researchers and engineers, who work in this field and to provide company exposure to those attendees
- Direct sales and/or delivery of non-related, retail or consumer products are prohibited without prior written approval from SPIE Exhibition Management
- Exhibitors are solely responsible for any tax liabilities, which may arise relating to sales resulting from the exhibition
- SPIE is not responsible for any sales, use or other taxes relating to transactions by exhibitors at SPIE Optical Systems Design.

SMOKING

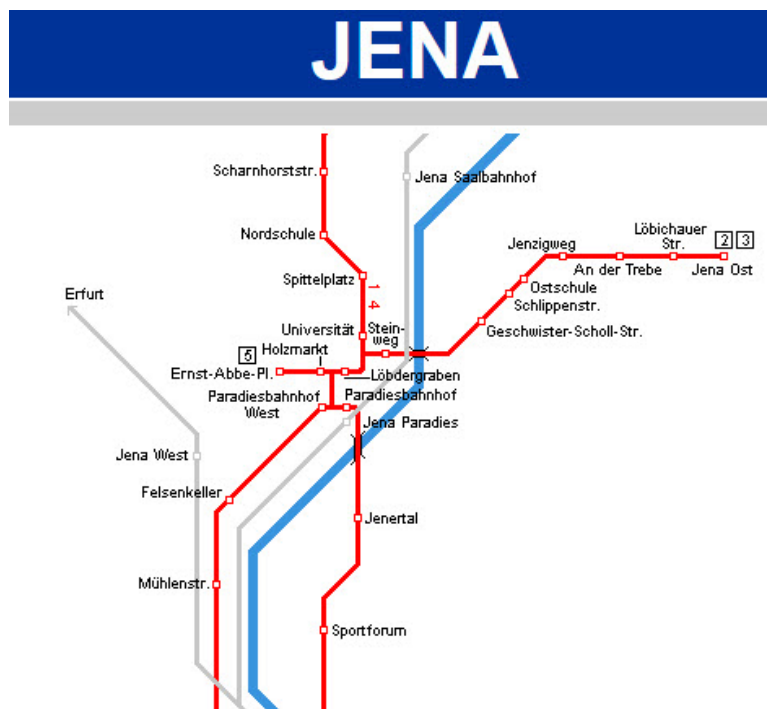
- Smoking is **not** allowed in the Exhibition Halls or hallways.

TRAVEL

- Please access the SPIE website for information on travel to Jena <http://spie.org/x42423.xml>

VIA METRO

Please access link <http://www.urbanrail.net/eu/de/j/jena.htm> to find details on metro travel in Jena



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Friedrich Schiller website: <http://www.uni-jena.de/en/start.html>

UNDERAGE PERSONS ON SHOW FLOOR

- For safety and insurance reasons, no persons under the age of 16 will be allowed in the exhibition area during move-in and move-out.
- During open exhibition hours, only children over the age of 12 *accompanied by an adult* will be allowed in the exhibition area.

SPECIAL EVENTS

Please check programme content for any amendments made to the locations and details of special events.

Welcome Reception

Monday 7th September (further details will be on our website shortly)

All attendees and exhibition representatives are invited to relax, socialize, and enjoy light refreshments. Please ask at Exhibitor Registration to receive a ticket to attend.

Poster Session

Tuesday, 8th September 18.00 – 19.30 hrs

Poster presenters will stand by their posters from 18.00 to answer questions.



Exhibitor Dashboard Tutorial

[Sign into the Exhibitor Dashboard](#)

[Your SPIE Account](#)

[Submission Overview Check list](#)

[Event Listing Promotional Opportunities](#)

[Event Listing - Helpful Information](#)

[Exhibitor Directory \(NON-EVENT, ONLINE ONLY\)](#)

Information submitted to either your Event Specific listing or online Exhibitor Directory *do not* automatically copy to one another. Two submissions are necessary to take advantage of full promotional opportunities.

Signing into the Exhibitor Dashboard

(<http://spie.org/app/exhibitions/admin/dashboard.aspx>)

[CREATE AN ACCOUNT](#) | [SIGN IN](#)

[ABOUT SPIE](#) | [CONTACT US](#) | [HELP](#) | [VIEW CART \(0 ITEMS\)](#)



CONNECTING MINDS.
ADVANCING LIGHT.

SPIE is the international society
for optics and photonics.



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Sign In

Email or Username [Forgot your username?](#)

Password [Forgot your password?](#)

☐ Show

☐ Remember email/username on this computer

☐ Remember password

Sign In

Create an Account

- One account for multiple SPIE sites ([SPIE](#), [SPIE Digital Library](#), [SPIE Career Center](#))
- Faster checkout with pre-filled forms
- Save and manage your conference schedule
- Manage your [SPIE professional public profile](#)
- Get member discounts
- Manage your account information and communication preferences

Create Account

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[About SPIE](#) | [Author Information](#) | [Privacy Policy](#) | [Sitemap](#) | [SPIDigitalLibrary.org](#)



Your SPIE Account

- The Exhibitor Dashboard is linked to your personal SPIE account. This is not a shared company account, nor your Exhibitor Service Manual account.
- If you do not have an SPIE account, click Create Account.
- If you do forget your User Name or Password, use the helpful 'Forgot' links or contact Customerservice@spie.org. Do not create a second account, it will not work.
- Only** the person noted as the SPIE contact for a specific event/year has Exhibitor Dashboard access. This is the person whose name was written on the exhibitor contract.
- Do not alter the personal contact information.
- If you are the new contact, need to be added as an additional contact, or have questions about navigating the Dashboard, please email exhibitions@spie.org.

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Submission Overview Check list

- Confirm that you are logged into your account. Do not log into or edit another person's account.
- If you are the contact for multiple companies, select the correct company from the drop-down list.
- Company Logos appear in the website listings only. Click on Upload Company Logo to add, edit, or delete your logo. **Logos must be 100 pixels wide x 50 pixels high or less.**
- Exhibitor Dashboard will not allow special characters or links. Trying to submit these will result in error.
- Event Listings and Exhibitor Directory are separate submissions. One will NOT carry over to the other.

Submission Overview Image

The screenshot shows the SPIE Exhibitor Dashboard. At the top, a navigation bar includes links for SPIE, EXHIBITIONS, PUBLICATIONS, EDUCATION, MEMBERSHIP, INDUSTRY RESOURCES, CAREER CENTER, and NEWS + VIDEOS. The main header area displays 'Exhibitor Dashboard' and 'You are signed in as: Ms. Felicia Andreotta' with a membership status of 'Non-Member'. A sidebar on the left contains a 'Select Company' dropdown menu and a 'Company Logo' section with a 'Logo 100w x 50h' placeholder and an 'Upload Company Logo' button. The main content area is divided into two sections, labeled '1.' and '2.'. Section '1.' is titled 'SPIE DSS 2014 2014' and includes exhibition dates (6 - 08-May 2014), location (Baltimore, Maryland, USA), and booth number (To Be Determined). It features a 'Select Categories' dropdown and links for 'Add Press Release', 'Press Release Management', 'Add Product Announcement', 'Manage Announcements', 'Submit a Product Demonstration Request', and 'Manage Demonstrations'. Section '2.' is titled 'SPIE Photonics West 2015' and includes exhibition dates (10 - 12-February 2015), location (San Francisco, California, United States), and booth number (To Be Determined). It also features a 'Select Categories' dropdown and links for 'Add Press Release', 'Press Release Management', 'Add Product Announcement', and 'Manage Announcements'. Below these sections is a 'Past Events' section and an 'Online Exhibitor Directory' section. The 'Online Exhibitor Directory' section includes a link to 'Company Information & Description' and a 'Select Categories' dropdown. A red arrow points to the 'Online Only' label next to the 'Online Exhibitor Directory' section. At the bottom, a footer contains contact information: 'Questions? Email exhibitions@spie.org or call +1 360 676 3290.'

SPIE

EXHIBITIONS PUBLICATIONS EDUCATION MEMBERSHIP INDUSTRY RESOURCES CAREER CENTER NEWS + VIDEOS

Exhibitor Dashboard

You are signed in as: Ms. Felicia Andreotta
Membership Status: Non-Member

Account Dashboard

Select Company
SPIE

Manage your company's listings and reach your customers before, during, and after the event. As an exhibitor, you receive three listings: In the Exhibition Guide (printed); In the Exhibitor List on the event website (online); In the Online Exhibitor Directory (searchable list of all SPIE exhibitors).

Company Logo
Add or replace your company logo here to show it at all exhibitions where you are an exhibitor

Logo
100w x 50h

Upload Company Logo

1. SPIE DSS 2014 2014
Exhibition Dates: 6 - 08-May 2014
Location: Baltimore, Maryland, USA
Booth Number: To Be Determined

Select Categories
Add Press Release | Press Release Management
Add Product Announcement | Manage Announcements
Submit a Product Demonstration Request | Manage Demonstrations

Event Listing Summary
Company Information
Company Description
Exhibit Staff Registration
Assign Keywords

2. SPIE Photonics West 2015
Exhibition Dates: 10 - 12-February 2015
Location: San Francisco, California, United States
Booth Number: To Be Determined

Select Categories
Add Press Release | Press Release Management
Add Product Announcement | Manage Announcements

Event Listing Summary
Company Information
Company Description
Assign Keywords

Past Events
Review company information listed for past events attended

Online Exhibitor Directory
Manage full details for your general company listing

Company Information & Description
Select Categories

Online Only

Questions? Email exhibitions@spie.org or call +1 360 676 3290.

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1. Event Listing Promotional Opportunities

- Find the name and logo of the SPIE event. You must **add company information for every exhibition in which you participate**. The information you submit is specific to this event/year and **will not** automatically copy across events or online Exhibitor Directory. If you do not see the event, contact exhibitions@spie.org to be added as a contact.
- **Event Listing Summary**: review your complete submission.
- **Company Information**: edit company name, address, email, and website for promotional print and online materials. Submit permanent address or name company change to exhibitions@spie.org.
- **Company Descriptions** may be printed in the **Exhibition Guide** (distributed onsite) and the **Event Website Listing**, which includes the [SPIE Conference /Exhibition App](#). These are two separate submissions. Type one complete paragraph in each description. Paragraph breaks are not permitted.
- **Assign Keywords** or phrase that best describe your company products and/or services, to help people find your company when searching the online Exhibitor List.
- **Select Categories** to help people to find your company using Technology and Application online search.
- **Add Press Releases** to be included at the end of your online listing.
- **Add Product Announcements** to be published on the event specific Exhibition webpage.
- The **Product Demonstration** is a 30 minute live demonstration, onsite. Product Demonstrations are only available at Photonics West, BiOS, and DSS, with limited availability. Fee applies.

2. Event Listing - Helpful Information

- Verify that you are updating the information for the correct company and the correct event. **If no event logo appears, you may be in the Exhibitor Directory submission form**. Information submitted to the Exhibitor Directory does not appear in Event Listings.
- Click **Copy from Event Website section** to use the same information for online and printed listings.
- Pay attention to character limits for the Featured Product and Company Descriptions. **Text exceeding the character limit will be cut off**. Use caution when copying and pasting.
- **Customer Contact information** is included in the printed Exhibition Guide (not in the online listing).
- You must click **Submit** to complete your submission. A confirmation message will appear at the top of the form. If you do not see this confirmation your information has not been submitted or saved.



✓ Company Information successfully submitted. Please allow 24 hours for your changes to take effect.

Event Listing Submission Image

Company Description

SPIE ← **Your Company Name** → **PHOTONICS WEST**

Exhibition: SPIE Photonics West
Exhibition Date: 10 - 12-February 2015
Location: San Francisco, California, United States

Exhibitor Dashboard

GO TO

- Event Listing Summary
- Company Information
- Company Description**
- Assign Keywords
- Select Product Categories
- Manage Press Releases
- Manage Product Announcements

Guidelines: Type one complete paragraph. Paragraph breaks and bullets are not permitted. Text exceeding character limit will cut off. Use caution when copying and pasting.

Event Website Description

Featured Product Character Count 0 | Characters Remaining 100

Company Description Character Count 0 | Characters Remaining 500

Onsite Exhibition Guide Description

Featured Product Character Count 0 | Characters Remaining 100

Company Description Character Count 0 | Characters Remaining 500

[Copy from Event Website section](#)

Customer Contact Information (Onsite Exhibition Guide) 7

Primary Contact

First/Given Name Last/Family Name

Job Title Email

Secondary Contact

First/Given Name Last/Family Name

Job Title Email

Submit

Questions? Email exhibitions@spie.org or call +1 360 676 3200.

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3. Exhibitor Directory (NON-EVENT, ONLINE ONLY)

- The [SPIE Exhibitor Directory](#) is a second place to enter copy for promotions. This is a general, **non-event specific**, listing that gives your company an online presence for 11 months following the close of an exhibition.
- Add your company information, description, and categories for free. Look for the **Exhibitor Directory** header in the top right of the page.
- Information submitted to the Event Listing or Exhibitor Directory **does not** automatically copy from one to the other. **Two submissions are necessary to take advantage of full promotional opportunities.**

Exhibitor Directory Company Information & Description Image

Company Information & Description

Company: SPIE Exhibitions
Listing Expiration: 18 January 2017

[← Back to Exhibitor Dashboard](#)

The company information below is only used in printed promotions and the SPIE website for the SPIE Exhibitor Directory. Email, phone and fax are not displayed in your online listing.

Address Change?
If you need to update your company's address due to relocation, send an email to exhibitions@spie.org. A change below will *not* update your company record in our database.

Company Information

*Company Name

*Street Address

Department/Division

*Country Zip/Postal Code

*City *State/Province

*Company Email *Company Website

Company Description

Character Count 0 | Characters Remaining 1500

Company Description

[→ Exhibitor Directory](#)

[→ Submit](#)

Questions? Email exhibitions@spie.org or call +1 360 676 2200.

Company Description: Brief paragraph that describes the nature of your company, business segments, including products and markets served.

Descriptions are limited to 1500 characters.

[Back to the Top](#)

Exhibitor Directory – Categories Submission Image

Categories

Company: SPIE Exhibitions
Listing Expiration: 18 January 2017

← Back to Exhibitor Dashboard

Select up to 10 Technology and 10 Application categories that apply to your products and services. You may add as many subcategories that directly apply to your business.

If you do not find a category or subcategory field that meets your needs, please contact [Exhibitions](#) or call +1 360 676 3290.

View AllTechnologyApplications

Astronomy

Basic Research, Science

Biomedical, Medical Imaging, Health Care

Cameras and Imaging systems

Chemical and Biological Analysis

Communications & Networking

Computing Systems, Data Processing

Computing, Data Processing Hardware

Consulting Services

Consumer Electronics

Defense, Security, Law Enforcement

Detectors, Sensors

My List

Technology0 of 10

Applications0 of 10

Submit

Submit

Questions? Email exhibitions@spie.org or call +1 360 676 3290.

 Exhibitor Directory

Exhibition Dates: 8-9 September 2015

Send to: Amanda Summers**E-mail: amanda@spieeurope.org****Fax: +44 29 2089 4750****TYPE OR PRINT CLEARLY**

Project Name: _____ stand/table Number: _____

Contact Person (for questions): _____ Contact E-mail: _____

Exhibitor Badges

One entry ticket to the Technical Conference, two exhibitor badges for Exhibition, Poster Session and Welcome Reception.

The Technical Conference Badge allows access into the Technical Conference Programmes. Digital Library or printed proceedings volume and CD ROM are NOT included with the Technical Badge. This pass to be used by stand personnel only and not by a presenting author. Authors of oral or poster presentations must register with a full conference registration. **Co-Exhibitors are not eligible for the Technical Pass.**

Staff Name (List company name, address, phone & fax if different from company above)	E-mail	Technical Pass (Check <u>One</u> Person Only)
1.		☐
2.		☐
3.		☐
4.		☐
5.		☐
6.		☐
7.		☐
8.		☐
9.		☐
10.		☐



8 - 9 September 2015, Friedrich-Schiller University , Jena, Germany

FORM JK1: EXHIBITOR INFORMATION

Deadline: 24 August 2015

Company Name:

Contact Person:

Address:

City:

Postcode:

Country:

VAT number:

Telephone:

Fax:

E-mail:

Website:

Stand Area (in sqm):

Stand Size:

Name / Signature:

Date:

Please send this form by fax or by e-mail to:

SPIE Europe, Exhibition Events Support, 2 Alexander Gate, Fford Pengam, Cardiff, CF24 2SA
Phone: +44 (0)29 2089 4747, Fax: +44 (0)29 2089 4750, Email: amanda@spieeurope.org

8 - 9 September 2015, Friedrich-Schiller University , Jena, Germany

FORM JK2: INSURANCE

Deadline: 24th August 2015

Company Name:

This is to confirm that we have taken out, or we will take out before the start of the event, the insurance against third party risks covering the permanent or occasional staff employed by the company, members of the public or any person what's over present at the event. The insurance protection will not be given by the Organizers.

Name / Signature:

Date:

Please send this form by fax or by e-mail to:



**SPIE OPTICAL SYSTEMS DESIGN EXHIBITION 2015
JENA, GERMANY
8 – 9 SEPTEMBER 2015
SHIPPING & HANDLING INSTRUCTIONS**

AIRFREIGHT & COURIER SHIPMENTS:

For shipments that require Customs clearance

Airport Destination: Berlin- Tegel / TXL
Arrival Deadline: Tuesday 1 September 2015
Consignee Address: Fairexx
c/o MultiLogistics GMBH
Airport Tegel – Cargobuilding
13405 Berlin / Germany
- Event name
- Exhibitors name
- Booth No.

ROAD GROUPAGE & COURIER SHIPMENTS :

For shipments that require NO Customs clearance

Arrival Deadline: Thursday 3 September 2015
Consignee Address: Fairexx
c/o CL Spedition GMBH
Wittestrasse 30a
13509 Berlin / Germany
- Event name
- Exhibitor name
- Booth No.

DIRECT DELIVERIES TO VENUE:

For shipments that require NO Customs clearance:

Goods must be delivered during the official build up and breakdown dates:

Exhibition Move-In Monday 7 September 1200 – 1800hrs
Tuesday 8 September 0800 – 1000hrs

Exhibition Dismantle Wednesday 9 September 1600 – 2000hrs

Goods being delivered / collected directly from the venue MUST be delivered / collected on a tail-lift vehicle if they are not liftable by hand.



FORWARDING, HANDLING & CUSTOMS SERVICES ORDER FORM

SPIE OPTICAL SYSTEMS DESIGN EXHIBITION 2015 JENA, GERMANY

EXHIBITOR NAME _____ STAND No. _____

ADDRESS _____

VAT No. (EU exhibitors only) _____ CONTACT PERSON _____

Tel. No. _____ Fax No. _____ e-mail _____

PLEASE TICK WHICH OF THE SERVICES SHOWN BELOW YOU REQUIRE

1. DOOR TO DOOR SERVICE

GT's nominated agent in your Country will arrange pick up from your domicile and deliver through to stand. Please contact us for agents details.

☐

2. FROM ARRIVAL AIRPORT/PORT TO STAND

Your own freight forwarder will get the goods to Berlin Airport / warehouse and we will arrange Customs clearance, transport to show site and delivery to stand.

☐

3. FROM ADVANCE WAREHOUSE TO STAND

Your own freight forwarder/courier company will deliver to advance warehouse, already Customs cleared. We will transport to show site and deliver to stand.

☐

4. ON-SITE UNLOADING ONLY

You will make your own arrangements to get the goods to the show site. We will unload direct from your vehicle to stand. Goods MUST arrive on a tail-lift vehicle.

☐

5. EMPTY CASE STORAGE

As there are no facilities in the halls, we will take away your empty crates, store them and return them at the close of the show.

☐

6. OTHER SPECIFIC REQUIREMENTS

Please specify: -

NAME OF OWN FREIGHT FORWARDER _____ TEL _____

ESTIMATED DATE GOODS DUE TO ARRIVE AIRPORT/ADVANCE WAREHOUSE/SHOWSITE _____

(To be completed if using options 2, 3 or 4 only)

APPROXIMATE SHIPMENT DETAILS:-

No. of Pieces _____ Weight _____ kgs Type of Goods _____ Value _____

Dimensions _____

DATE GOODS REQUIRED ON STAND _____ APPROX. TIME _____

Please e-mail to Kathryn Haley of GT Exhibitions, kathrynhaley@gtexhibitions.com
By 17 August 2015



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Bestellformular Standbau und Zusatzausstattung

Order sheet booth building and additional equipment

Bitte bis 14 Tage vor Veranstaltung zurücksenden an Fax Nr. +49.351.40 75 22 66 oder per e-mail an: kristin@cubicworx.de
Please return completed form latest 14 days before the event to fax-nr. +49.351.40 75 22 66 or via e-mail to: kristin@cubicworx.de

cubicworx GmbH
Kristin Kremer
Hermann-Mende-Str. 4
01099 Dresden, Germany

Tel.: +49.351.40 75 22 55
Fax.: +49.351.40 75 22 66

kristin@cubicworx.de
www.cubicworx.de

Firma / Company:

Ansprechpartner / Contact:

Straße, Postfach / Street, P.O. Box:

PLZ, Ort / Postal code, City:

Telefon / Tel:

Fax / Fax:

E-Mail / E-mail:

Halle, Stand Nr. / Hall, Stand no.:

USt.ID-Nr. / intern. VAT Reg.-Nr.:

Veranstaltung / Event

Veranstaltungsdatum / Date of the event

Aufbau / Build up

Abbau / Dismantling

Zahlungsweise / Payment option:

☐

Rechnungslegung / Billing

☐

Kreditkartenzahlung / Credit card payment

☐

VISA

☐

American Express

☐

Mastercard

Kartennummer / Card No.:

Gültig bis / Expiry date.:

CVC Code / CVC Code.:

Karteninhaber/ Card holder.:

Mit Vervollständigung und Unterzeichnung dieses Formulars autorisiere ich cubicworx GmbH, meine Kreditkarte zu belasten. Ich bestätige, dass:

- sich alle zur Zahlung gemachten Angaben auf eine gültige Kreditkarte beziehen
- ich der rechtmäßige Karteninhaber dieser Kreditkarte bin

With filling out and signing this form I authorize cubicworx GmbH to charge the total sum to my credit card. I confirm that:

- all provided information refer to a valid credit card
- I'm the holder in due course of the credit card

Unterschrift Karteninhaber/ Signature card holder

Hinweis (Allgemeine Geschäfts- und Zahlungsbedingungen) / Note (Terms of payment and business):

Alle genannten Preise verstehen sich inklusive Aufbau, Abbau, Transport und Logistik, jedoch zuzüglich 19% MwSt. Bitte beachten Sie, dass die Stellwände nicht durch bohren, Nägel, Reißzwecken oder ähnliches beschädigt werden dürfen. Klebereste sind nach Ende der Veranstaltung rückstandslos zu entfernen. Technische, farbliche und materielle Änderungen bleiben vorbehalten, solange die angebotenen Ausstattungsgegenstände mindestens gleichwertig sind. Alle angegebenen Maße verstehen sich in cm. Die Rechnungslegung erfolgt spätestens 14 Tage vor Ausstellungsbeginn. Der Rechnungsbetrag ist bis Übernahme des Messestandes bzw. der Ausstattungsgegenstände fällig. Für Bestellungen, welche 2 Wochen vor Ausstellungsbeginn oder später eingehen, erheben wir einen Aufschlag in Höhe von 25% auf die genannten Preise. Gleiches gilt auch für Bestellungen vor Ort während des Aufbaus oder der Veranstaltung. cubicworx GmbH behält sich das Recht vor, Rechnungen (z.B. für Bestellungen vor Ort) während der Veranstaltung mit sofortigem Zahlungsziel (Zahlung in bar oder per Kreditkarte) zu stellen.

All prices are including set-up, dismantling, delivery and return transport. All prices are understood plus VAT. Do not use nails, screws or a drill on the wall segments. Tape has to be removed entirely afterwards. We reserve the right to make modifications in the selection of technology and the material used to include the latest advancements in the interest of our customers. All dimensions given in cm unless stated otherwise. Accounting will be supplied 14 days before the exhibition starts. The invoice has to be paid until taking over the exhibition booth or the equipment. For any orders, that we receive 2 weeks or less prior to the beginning of the event, we will charge an additional fee of 25% of the rental price. That applies to orders on-site during the build-up period or during the event too. cubicworx GmbH may also invoice during the event, with immediate payment by cash or credit card.



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Bestellung Blendenbeschriftung Order fascia inscription

☐ Standardbeschriftung / Standard inscription

Blendenbeschriftung bitte in Druckbuchstaben ausfüllen. (Max. 30 Buchstaben sind im Paketpreis für den Systemmessestand inkludiert. Jeder weitere Buchstabe 1,50 EUR.)

Please fill in with capital letters. (Max. 30 letters are included in the booth package. Every additional letter is available for 1,50 EUR.)

☐ Blendenbeschriftung mit Logodruck / Fascia inscription with printed logo



_____ stck. Logodruck auf Blendenelement (H) 232 mm x (B) 966 mm á 57,00 EUR

_____ pcs. Printed Logo on the fascia board (h) 232 mm x (w) 966 mm á 57,00 EUR

Bitte senden Sie uns Ihr Logo im EPS Format an kristin@cubicworx.de.

Please send your logo as an EPS file to kristin@cubicworx.de.

Wir bieten Ihnen auch die Möglichkeit, Ihren Stand individuell mit Drucken zu gestalten. Kundengrafiken und Logos auf Anfrage.

We also provide the option to design your booth with individual prints. Custom graphics and logos on request.



Bitte kontaktieren Sie uns für detaillierte Informationen.

Please get in contact with us for detailed information.

Kristin Kremer, Tel. +49.351.40 75 22 55, E-Mail: kristin@cubicworx.de



Bestellung Zusatzausstattung Order additional equipment

Stühle / chairs

(weitere Ausstattung auf Anfrage / individual equipment on request)

	Barhocker, chrom/schwarz bar stool, chrome/black	____ Stück / qty. á 24,00 EUR		Ledersessel, schwarz leather armchair, black	____ Stück / qty. á 90,00 EUR
	Barhocker, chrom/weiß bar stool, chrome/white	____ Stück / qty. á 24,00 EUR		Ledersessel, weiß leather armchair, white	____ Stück / qty. á 90,00 EUR
	Barhocker, Saddle weiß bar stool, saddle white	____ Stück / qty. á 45,00 EUR		Ledersessel, rot leather armchair, red	____ Stück / qty. á 90,00 EUR
	Barhocker mit Rückenlehne, weiß bar stool with backrest, white	____ Stück / qty. á 45,00 EUR		Cocktailsessel, weiß/rot cocktail armchair, white/red	____ Stück / qty. á 95,00 EUR
	Polsterstuhl upholstered chair	____ Stück / qty. á 30,00 EUR		Lederhocker, schwarz leather stool, black	____ Stück / qty. á 25,00 EUR
	Stuhl, Sitzfläche gepolstert, weiß chair, upholstered seat, white	____ Stück / qty. á 35,00 EUR		Lederhocker, weiß leather stool, white	____ Stück / qty. á 25,00 EUR
	Stuhl DSR, chrom/weiß chair DSR, chrome/white	____ Stück / qty. á 45,00 EUR		Klappstuhl, schwarz folding chair, black	____ Stück / qty. á 10,00 EUR

Theken und Vitrinen / counters and showcases

(weitere Ausstattung auf Anfrage / individual equipment on request)

	Sideboard, 80 x 72 x 42 cm, abschließbar, weiß sideboard, 80 x 72 x 42 cm, lockable, white	____ Stück / qty. á 70,00 EUR		Tischvitrine, 100 x 50 x 100 cm showcase, 100 x 50 x 100 cm	____ Stück / qty. á 162,00 EUR
	Standardtheke, 110 x 60 x 108 cm standard counter, 110 x 60 x 108 cm	____ Stück / qty. á 89,00 EUR		Vitrine, 50 x 50 x 200 cm showcase, 50 x 50 x 200 cm	____ Stück / qty. á 200,00 EUR
	Standardtheke, 110 x 60 x 108 cm abschließbar standard counter, 110 x 60 x 108 cm lockable	____ Stück / qty. á 115,00 EUR		Vitrine, 100 x 50 x 200 cm showcase, 50 x 100 x 200 cm	____ Stück / qty. á 235,00 EUR
	PC-Arbeitsplatz, 60 x 60 x 108 cm abschließbar, mit Mehrfachverteiler PC-workstation, 60 x 60 x 108 cm lockable, with multiple socket	____ Stück / qty. á 78,00 EUR		Produktfisch, weiß (ohne Stühle) 150 x 60 x 75 cm, rückseitig offen product table, white (without chairs) 150 x 60 x 75 cm, back side open	____ Stück / qty. á 75,00 EUR
	Podest, 60 x 60 x 108 cm podium, 60 x 60 x 108 cm	____ Stück / qty. á 65,00 EUR			



Bestellung Zusatzausstattung Order additional equipment

Tische / tables

(weitere Ausstattung auf Anfrage / individual equipment on request)

	Tisch, 80 x 80 cm table, 80 x 80 cm	— Stück / qty. á 45,00 EUR		Stehtisch, Ø 70 cm, mit Husse, weiß bar table, Ø 70 cm, with cover, white	— Stück / qty. á 35,00 EUR
	Tisch, 120 x 70 cm table, 120 x 70 cm	— Stück / qty. á 55,00 EUR		Stehtisch, Ø 70 cm, mit Husse, creme weiß bar table, Ø 70 cm, with cover, creme white	— Stück / qty. á 35,00 EUR
	Tisch, 140 x 70 cm table, 140 x 70 cm	— Stück / qty. á 57,00 EUR		Stehtisch, Ø 70 cm, mit Husse, gelb bar table, Ø 70 cm, with cover, yellow	— Stück / qty. á 35,00 EUR
	Tisch, 180 x 70 cm table, 180 x 70 cm	— Stück / qty. á 60,00 EUR		Stehtisch, Ø 70 cm, mit Husse, magenta bar table, Ø 70 cm, with cover, magenta	— Stück / qty. á 35,00 EUR
	Stehtisch, Ø 70 cm, Buche bar table, Ø 70 cm, beech	— Stück / qty. á 31,50 EUR		Stehtisch, Ø 70 cm, mit Husse, rot bar table, Ø 70 cm, with cover, red	— Stück / qty. á 35,00 EUR
	Stehtisch, Ø 70 cm, Glas, weiß bar table, Ø 70 cm, glass, white	— Stück / qty. á 40,00 EUR		Stehtisch, Ø 70 cm, mit Husse, bordeaux bar table, Ø 70 cm, with cover, claret	— Stück / qty. á 35,00 EUR
	Stehtisch, Ø 70 cm, Glas, schwarz bar table, Ø 70 cm, glass, black	— Stück / qty. á 40,00 EUR		Stehtisch, Ø 70 cm, mit Husse, royalblau bar table, Ø 70 cm, with cover, royal blue	— Stück / qty. á 35,00 EUR
	Stehtisch, Ø 70 cm, Inox bar table, Ø 70 cm, inox	— Stück / qty. á 31,50 EUR		Stehtisch, Ø 70 cm, mit Husse, tannengrün bar table, Ø 70 cm, with cover, fir green	— Stück / qty. á 35,00 EUR
	Tisch rund, Ø 70 cm, Buche table round, Ø 70 cm, beech	— Stück / qty. á 37,00 EUR		Stehtisch, Ø 70 cm, mit Husse, schwarz bar table, Ø 70 cm, with cover, black	— Stück / qty. á 35,00 EUR
	Tisch rund, Ø 70 cm, Glas, weiß table round, Ø 70 cm, glass, white	— Stück / qty. á 45,00 EUR		Beistelltisch, Glas, (H) 40 cm side table, glass, (h) 40 cm	— Stück / qty. á 45,00 EUR
	Tisch rund, Ø 70 cm, Glas, schwarz table round, Ø 70 cm, glass, black	— Stück / qty. á 45,00 EUR		Beistelltisch, Würfel, (H) 40 cm, weiß side table, cube, (h) 40 cm, white	— Stück / qty. á 47,00 EUR
	Tisch rund, Ø 70 cm, Inox table round, Ø 70 cm, inox	— Stück / qty. á 37,00 EUR			



Bestellung Zusatzausstattung Order additional equipment

Displays und Licht / displays and lighting

(weitere Ausstattung auf Anfrage / individual equipment on request)

	Prospektständer, 3 Ablagen A4 brochure rack, 3 shelves A4	— Stück / qty. á 37,00 EUR		Flipchart flipchart	— Stück / qty. á 47,00 EUR
	Prospektständer, 6 Ablagen A4 brochure rack, 6 shelves A4	— Stück / qty. á 47,00 EUR		Langarmstrahler zur Wandmontage long-arm spotlight (wall mounted)	— Stück / qty. á 22,00 EUR
	Schrägbord, 100 x 30 cm, weiß brochure display, 100 x 30 cm, white (wall mounted)	— Stück / qty. á 30,00 EUR		Lichtschiene mit 3 schwenkbaren Spots light rail with 3 with 3 spotlights	— Stück / qty. á 49,00 EUR
	Wandboard, 100 x 30 cm, weiß shelf, 100 x 30 cm, white (wall mounted)	— Stück / qty. á 30,00 EUR			

Wandsysteme / wall systems

(weitere Ausstattung auf Anfrage / individual equipment on request)

	Kabine, 1 m x 1 m, mit Vorhang cabin, 1 m x 1 m, with curtain	— Stück / qty. á 61,50 EUR		Stellwand, 100 x 250 cm, weiß, pro Meter wall element, 100 x 250 cm, white, per meter	— Stück / qty. á 36,50 EUR
	Kabine, 2 m x 1 m, mit abschl. Tür cabin, 2 m x 1 m, with lockable door	— Stück / qty. á 117,00 EUR			

Zubehör / accessories

(weitere Ausstattung auf Anfrage / individual equipment on request)

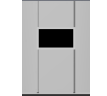
	Garderobenständer coat rack	— Stück / qty. á 22,00 EUR		Papierkorb waste paper bin	— Stück / qty. á 5,00 EUR
	Grünpflanze im Topf (H) ca. 150 cm potted plant, (h) approx. 150 cm	— Stück / qty. á 52,50 EUR		Mehrfachverteiler multiple socket	— Stück / qty. á 5,00 EUR
	Kühlschrank, 140 l, weiss refrigerator, 140 l, white	— Stück / qty. á 78,00 EUR			



Bestellung Zusatzausstattung Order additional equipment

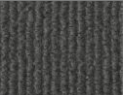
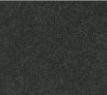
Technik / technical equipment

(weitere Ausstattung auf Anfrage / individual equipment on request)

	20" TFT-Monitor mit PC, Tastatur, Maus 20" TFT-monitor with PC, keyboard, mouse	____ Stück / qty. á 395,00 EUR		42" TFT-Monitor mit Wandhalterung 42" TFT-monitor with wall mount	____ Stück / qty. á 640,00 EUR
	20" TFT-Monitor mit Standfuss 20" TFT-monitor with stand	____ Stück / qty. á 250,00 EUR		Laptop mit Kensington Schloss laptop with kensington lock	____ Stück / qty. á 295,00 EUR
	42" TFT-Monitor mit Standfuss 42" TFT-monitor with stand	____ Stück / qty. á 640,00 EUR		Apple iMac 21,5", ink. Tastatur, Maus Apple iMac 21,5" with keyboard, mouse	____ Stück / qty. á 400,00 EUR

Teppichboden / carpet

(weitere Farben auf Anfrage / individual colours on request)

	Teppichboden Rips grau, pro qm carpet rip quality grey, per sqm	____ qm / sqm á 10,00 EUR		Teppichboden Velours grau, pro qm carpet velour quality grey, per sqm	____ qm / sqm á 15,00 EUR
	Teppichboden Rips blau, pro qm carpet rip quality blue, per sqm	____ qm / sqm á 10,00 EUR		Teppichboden Velours blau, pro qm carpet velour quality blue, per sqm	____ qm / sqm á 15,00 EUR
	Teppichboden Rips rot, pro qm carpet rip quality red, per sqm	____ qm / sqm á 10,00 EUR		Teppichboden Velours rot, pro qm carpet velour quality red per sqm	____ qm / sqm á 15,00 EUR

Grafik / prints

(alle Drucke werden nach gelieferten, druckfertigen Daten angefertigt / all prints are produced from delivered, printable data)

	Plattendirektdruck auf Wandfläche auf 5 mm PVC, (B) 966 mm x (H) 2.382 mm direct printed wall element, 5 mm PVC, (w) 966 mm x (h) 2.382 mm	____ Stück / qty. á 195,00 EUR		Plattendirektdruck auf Thekenfront, 5 mm PVC, (B) 954 mm x (H) 904 mm direct printed counter front, 5 mm PVC (w) 954 mm x (h) 904 mm	____ Stück / qty. á 95,00 EUR
	Druck auf Textilbanner, (B) 954 mm x (H) 2.360 mm printed fabric banner (w) 954 mm x (h) 2.360 mm	____ Stück / qty. á 155,00 EUR		Plattendirektdruck auf Arbeitsplatzfront, 5 mm PVC, (B) 454 mm x (H) 904 mm directprinted workstation front, 5 mm PVC (w) 454 mm x (h) 904 mm	____ Stück / qty. á 55,00 EUR
	Druck auf Stoffbanner, Gummilippe umlaufend, in Profile eingespannt (vollflächige Gestaltung möglich) Format nach Absprache printed fabric banner, rubber lip all around (all-over design, size upon consultation)	Preis auf Anfrage/ price on request		Plattendirektdruck auf Produktischfront, 5 mm PVC, (B) 1.454 mm x (H) 570 mm directprinted product table front, 5 mm PVC, (w) 1.454 mm x (h) 570 mm	____ Stück / qty. á 95,00 EUR

8 - 9 September 2015, Friedrich-Schiller University , Jena, Germany

FORM JK05: STANDSKETCH

Deadline: 24th August 2015

Company Name:

Please draw a sketch of your stand within the grid, indicating the aisles, the neighbouring stands and the places where you want different services (main electricity supply connection, internet, etc.)

Name / Signature:

Date:

Please send this form by fax or by e-mail to: